

**Town of Exeter, New Hampshire  
Position Description**

Position Title: **Firefighter/Paramedic**

Department: Fire  
# 409

Reports To: Lieutenant

Date: September 2001

**GENERAL SUMMARY:**

Under the direction of the Lieutenant, responsible for containing, suppressing, and extinguishing fires, rescuing individuals from life threatening situations, and administering life support services to injured persons, including transporting sick and injured to medical facilities.

**ESSENTIAL JOB FUNCTIONS\*:**

- Responds to alarms to extinguish fires and protects life and property; drives department vehicles to the scene of emergencies; lays fire hoses and directs streams of water/chemical into fire; positions and climbs ladders to gain access to burning buildings; ventilates burning buildings; participates in site control at emergency scenes; assists in cleaning and returning department vehicles to fire station.
- Performs emergency rescues; provides basic and advanced life support as required; operates emergency care equipment during the transport of victims while relaying pertinent information to the hospital and administering medications.
- Conducts examinations of victims to determine the extent of illness or injury; documents patient's vital signs, and records all care and services rendered.
- Provides emergency care in accordance with established medical protocols and practices of the appropriate service area, hospital, treating physician, or other health professional.
- Performs educational and public relation activities including speaking to schools and civic groups.
- Performs routine maintenance of building, grounds, fire and rescue apparatus, equipment, vehicles, and tools; notes and reports safety problems to supervisors.
- Maintains current knowledge of profession through continuous training and drills in fire science, emergency medical services, hazardous materials, and rescue skills.
- May perform inspections of residential and business locations and assist other agencies, as necessary.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Responsible for limited inventory of items and reordering of supplies.
- Promotes and maintains responsive community relations.
- Performs other related duties as assigned.

**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

Duties require knowledge of firefighting and emergency response equivalent to completion of a high school diploma plus advanced courses from a two year college or technical school and one to three years of related experience, or equivalent combination of education and experience. Must be certified by the National Registry as a Paramedic and must possess State or national certification as a Firefighter II. Must possess a valid New Hampshire CDL-B with air brake certification and tank endorsement. Hazardous Materials and Mat and Pump Operator Certification recommended.

Knowledge of the physical layout of the Town and location of streets and hydrants.

Knowledge of modern fire fighting and rescue principles, practices, and procedures.

Knowledge of modern emergency medical procedures.

Ability to read and comprehend all department regulations, policies, procedures, and instructions.

Ability to analyze emergency situations and adopt effective courses of action according to department procedures.

Ability to perform limited mechanical and maintenance work on department equipment, vehicles, and facilities.

Ability to follow written instructions.

Ability to communicate effectively both verbally and in writing; to establish positive public relations for the Town and department.

Ability to perform effectively in emergency situations.

**SUPERVISORY RESPONSIBILITY:**

May supervise Probationary and Call Firefighters, EMT Intermediates, and EMT Basics.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Regular periods spent in non-office environments including fire sites and rescue operation locations.

Exposure to possible infectious and communicable diseases and other biological hazards requiring exercise of appropriate safety and universal precautions.

Regular lifting and carrying of fire equipment and medical supplies; regular ambulatory assistance to patients requiring appropriate use of body mechanics.

**WORKING CONDITIONS/PHYSICAL DEMANDS (continued):**

Periods of standing, walking, carrying tools, climbing ladders, and hauling hose.

May use computer keyboards requiring eye-hand coordination and finger dexterity.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**